

I. GENERAL INFORMATION

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| 1. SOLICITATION NUMBER: | SOL-306-17-000078-GO |
| 2. ISSUANCE DATE: | September 25, 2017 |
| 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: | October 08, 2017 no later than 16:30 Kabul time |
| 4. POSITION TITLE: | Program Management Specialist |
| 5. MARKET VALUE: | GS-12 (\$62,722 - \$81,541) Final compensation will be negotiated within the listed market value. |
| 6. PERIOD OF PERFORMANCE: | The period of performance is one year, with the possibility of extensions. The contract and extensions cannot exceed 5 years. |
| 7. PLACE OF PERFORMANCE: | USAID/Afghanistan |
| 8. WHO MAY APPLY: | Open to US Citizens and Third Country Nationals* |
| 9. SECURITY LEVEL REQUIRED: | The successful applicant shall be required to obtain a Secret level security clearance (if U.S. Citizen) or Moderate Risk Public Trust certificate (if Third Country National or U.S. Resident Alien), as a pre-condition for employment. |

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

The Gender Office, the first in USAID, supports women's empowerment and equity, helps them gain access to public services and jobs, builds their capacity, and supports their access and participation in the economy. The incumbent serves as a member of USAID/Afghanistan's Gender Office (GO) by leading and working with the GO specifically and the USAID/Afghanistan's Mission generally in formulating analyses, conducting research, identifying programmatic policy approaches regarding the intersection of gender/women's empowerment issues with Mission strategy and Government of Afghanistan's Women's Economic Empowerment and National Priority Programs. The incumbent is involved in monitoring and evaluation analyses with the objective of strengthening the emerging Gender Office (GO) program focus.

The incumbent will be a member of USAID/Afghanistan's gender technical office. The office was created to manage approximately \$280 million in U.S. funds directly targeting gender equity and women's empowerment activities. This high-profile portfolio is managed with a high priority on analysis and research to include outreach with implementing partners, interagency and other donors. The incumbent will provide guidance on USAID's partnership with the government of Afghanistan, interagency collaboration and responsiveness to the needs of Afghan women. Aside from managing multi-million dollar activities, the incumbent will also provide a full range of consultative, information-gathering, analytical, evaluative,

*Please see Section 11: Area Of Consideration

and written technical services on gender equity and women's empowerment. Therefore, excellent English communication and writing skills are essential.

The incumbent is expected to provide advice and recommendations to the Office Director and Deputy Director, Mission management, technical office directors, team leaders, and activity managers on matters where gender programming and awareness is critical. The incumbent must also possess financial management, budget, monitoring, evaluation and work planning skills that ensure maximum performance from the activity under his/her management. Incumbent will be responsible to represent the Gender Office in Portfolio Reviews, strategic planning, Quarterly Financial Reviews, the annual Performance Plan and Report, the annual Operational Plan and other Mission programmatic requirements. The incumbent will interact with the Afghan government, participate in international donor coordination meetings and partner with other technical offices.

2) Statement of Duties to be Performed:

1. Strategic and Budget Planning: Advise on Mission-wide strategic gender planning:

The incumbent advises the Gender Office and the mission on budget planning related to the activity/ies they manage concerning relevant international and national best practices, conventions, legislation, and gender approaches. This will require acquiring extensive knowledge of U.S. and Afghanistan strategies for women's empowerment, the State Department's Women Peace and Security policies, and the U.N.'s 1325 policies, and how they apply to USAID activities.

2. Maintain Expert Body of Knowledge:

The incumbent serves as an informant on cultural dynamics and complexities in Afghanistan, including understanding indicators related to women's status, issues around traditional barriers that constrain equitable public participation in development, and familiarity with gender issues as they relate to Islam and customary law. The incumbent also ensures that adequate knowledge and consistent familiarity is established by Mission personnel with respect to the Mission's project portfolios by providing advice and guidance on programmatic priorities.

3. Reporting:

The incumbent assists in the formulation of indicators for monitoring and evaluation; interprets monitoring results and advises on any required course corrections at a programmatic or strategic level. The incumbent further assists with monitoring and reporting on Congressional earmarks and works closely with the technical offices to ensure that earmarks are met.

4. Program Design:

The incumbent guides the design of activities and approaches for the Gender Office which may include reviewing concept papers, drafting project appraisal documents, project solicitation documents, implementation letters, performance management plans, annual work plans, and evaluation/assessment statements of work and to ensure consistency with Agency policy; provide guidance for the completion of programmatic analyses, projects, and activities and ensure the selection of appropriate indicators.

5. Implementation and Monitoring and Evaluation:

The incumbent serves as a Contracting/Agreement Officer's Representative (A/COR) or alternate for one or more Office-managed agreements or contracts. In this capacity the incumbent manages, monitors, and provides oversight to the grantee and/or contractor to ensure program progress and results.

6. Representation, Outreach, and Communication:

The incumbent represents USAID/Afghanistan at inter-agency and inter-donor meetings. As required by their supervisor and their role in project management, incumbent may coordinate with other donors and the Government of Islamic Republic of Afghanistan (GIROA) entities. The incumbent may provide briefings to visiting officials, including Congressional delegations, and serves as a liaison for events, site visits, and meetings for other high level visitors.

3) USAID Consultation or Orientation (if applicable):

The selected applicant shall proceed to the Washington, DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if not completed within the past five years) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

The incumbent functions with a high degree of independence and exhibits maturity and judgment, knowing when to seek guidance from the Office Director. Incumbent sets priorities in concert with his/her direct supervisor.

5) Supervisory Controls:

The incumbent does not have direct supervisory responsibility but may function as a team leader for topical working groups and for the Gender Office. This will include provide daily mentoring and capacity building to the local staff. Incumbent will also be required to provide daily technical and administrative guidance to the staff as needed.

11. AREA OF CONSIDERATION:

For USPSC:

- Be a U.S. citizen or permanent resident/registered alien (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to attain a Secret security clearance or Medium Risk Public Trust (MRPT) employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National Personnel Service Contractor (TCNPSC). “Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to attain Medium Risk Public Trust (MRPT) employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

12. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education:** A Bachelor’s degree in Gender Studies, Law, Development Studies, Human Rights, Cultural Heritage Studies, History, English Literature, Social Sciences, Women Studies, Political Science, Public Administration, International Studies, Economics, International Development, Psychology, Math, Statistics or Accounting is required. (Educational requirement must be met at the time of application for the subject position.)
- b) **Work Experience:** A minimum of 7 years of experience working with gender or women-related issues in either in the public, private sector or academic institutions (Work experience requirements must be met at the time of application for the subject position.)

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to

the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 1000 words (approx. 1 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

FACTOR #1:

Outline how you have developed gender-related evaluation timelines.

FACTOR #2:

Describe M&E-related training and outreach materials that can be used in the development of Gender activities.

FACTOR #3:

Outline the strategic planning, management and analytical skills that you demonstrated in implementing gender projects.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors

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| Factor #1 | 10 points |
| Factor #2 | 10 points |
| Factor #3 | 10 points |

Interview Performance 70 points

Interview questions will revolve around the candidate's propensity to:

- Work as a member of team;
- Work on development projects in order to achieve results; and
- Interact with officials on time-sensitive assignments.

Total Possible Points: 100

IV. **APPLYING**

All applications must be submitted electronically by e-mail with the subject line **SOL-306-17-000078-GO Program Management Specialist** to: kblaidpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website:
<https://www.usaid.gov/documents/1861/uspcc-application-form-cover-form-and-form-aid-302-3>
2. A current curriculum vitae (CV) or resumé.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:

- 1) Contribution toward Health & life insurance
- 2) Pay Comparability Adjustment
- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VII. USAID REGULATIONS, POLICIES AND CONTRAT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR),

- **Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”**

- **Appendix J**, “Direct USAID Contracts with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”**

available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at

<http://www.usaid.gov/work-usaid/aapds-cibs>.

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.